



State of Connecticut  
EXAM ANNOUNCEMENT

AGENCY PROMOTIONAL EXAMINATION

DEPARTMENT OF MOTOR VEHICLE  
MOTOR VEHICLE PROGRAM COORDINATOR

Employees who would like to apply a previous score to this promotional exam will need to complete the Promotional Examination Score/Application Request [Form CT-HR-26](#) and submit it to the Department of Administrative Services prior to the closing date on the examination announcement. See [General Letter 38](#) for more information.

ANNUAL \$76,373	SALARY	APPLICATION CLOSING	EXAM
SALARY: \$98,224	GROUP: AR 26	DATE: <b>APRIL 19, 2016</b>	NO: 160320APDM

[SPECIAL APPLICATION AND EXAMINATION INSTRUCTIONS APPEAR BELOW](#)

**PURPOSE OF CLASS:** In the Department of Motor Vehicles, Central Office, this class is accountable for performing as a specialist in researching, developing, coordinating, enforcing and evaluating a comprehensive motor vehicle program.

MINIMUM QUALIFICATIONS REQUIRED

THIS **AGENCY PROMOTIONAL EXAMINATION** IS OPEN TO ANY **CURRENT** EMPLOYEE OF THE **DEPARTMENT OF MOTOR VEHICLE** WHO BY **APRIL 19, 2016** HAS PERMANENT STATE STATUS\*, SIX MONTHS SERVICE IN THE **DEPARTMENT OF MOTOR VEHICLE**, AND THE FOLLOWING EXPERIENCE AND TRAINING:

**GENERAL EXPERIENCE:** Seven years of experience in program administration, planning, coordination, development or evaluation.

**SUBSTITUTION ALLOWED:** (1) College training may be substituted for the General Experience on the basis of fifteen semester hours equaling one-half year of experience to a maximum of four years for a Bachelor's degree. (2) A Master's degree in a closely related field may be substituted for one additional year of the General Experience.

**KNOWLEDGE, SKILLS AND ABILITIES:** Knowledge of relevant state and federal laws, statutes and regulations; knowledge of research principles and practices; knowledge of program planning, development and evaluation; interpersonal skills; oral and written communication skills; ability to read, interpret and apply statutes and regulations; ability to utilize computer software; some supervisory ability.

THE EXAMINATION WILL BE COMPOSED OF:	PART	WEIGHT
	EXPERIENCE AND TRAINING	100%

APPLICATION/EXAMINATION PROCEDURE

- APPLICANTS MUST SUBMIT:
- (1) Completed Application Form (CT-HR-12)
  - (2) Examination Materials (see instructions below)

In order to be considered for admittance into this examination, you must complete all parts of the examination application (CT-HR-12) detailing how you meet the minimum experience and training requirements stated above AND complete the required examination materials as detailed below. **Applicants who do not submit the required application and supplemental examination materials by the closing date will not be admitted into the examination and will not have the right to appeal this decision.** Resumes and/or vitas will not substitute for the required application form or for the required examination materials.

**EXAMINATION INSTRUCTIONS: Section 1.** For each job (maximum of three) which you feel has best prepared you for the job of Motor Vehicle Program Coordinator include a 1-2 page (typed or printed) description detailing your duties and responsibilities. (Applicants serving provisionally or temporarily in the title of Motor Vehicle Program Coordinator cannot include this as one of the three jobs.) Each job description should begin on a separate page and begin with your job title, company name and location, dates of employment, and number of hours worked per week. This should be followed by a description of your duties and responsibilities organized and formatted around the numbered items that follow. **(1) Experience in program administration.** Describe your experience developing or assisting in developing program policies, procedures and operations, including the nature of these policies/procedures/operations and on whom they impacted. Include experience formulating program/project goals and objectives, interpreting and administering laws/regulations/policies, preparing or assisting in the preparation of a program budget. Include the dollar amounts of any budgets for which you were responsible. Detail the nature of the program including the purpose, size, scope and on whom it impacted. (Please make certain that you describe any experience in the area of motor vehicle programs.) **(2) Experience in program planning, development and evaluation.** Describe your experience coordinating, planning, or managing program activities. Include a brief description of these activities. Describe your responsibilities for monitoring, enforcing and/or evaluating these activities. Detail your experience planning, analyzing and conducting studies to determine effective solutions for implementation of policy, procedures or methods related to these activities. (Please make certain that you describe any experience in the area of motor vehicle programs.) **(3) Experience supervising or leading staff.** Please describe your experience supervising/leading staff or teams. Include the number and job titles of those you supervised/led. Describe your experience scheduling, assigning, overseeing the work of others, providing training, conducting performance appraisals and taking disciplinary action when necessary. Be specific as to whether your responsibilities were full-range supervisory duties, assisting others in supervising or lead in nature. **(4) Oral and written communication experience.** Describe the nature and purpose of any correspondence, reports, narratives or publications that you have had responsibility for preparing and for whom they were prepared. Describe your dealings with others which you feel demonstrates your oral and interpersonal communication skills. Detail any liaison or consultative experience, including the nature and purpose of these activities. **Section 2. Education.** On a separate page, include a list of degrees, certifications, licenses and courses that you have completed which have prepared you for the job. **Important Notes:** **(1) Make certain both your application form and your examination materials are complete and separate documents not referencing the other, as your application form and supplemental examination materials may be separated during the scoring process.** **(2)** Examination materials should be clearly marked as such and each page should contain the examination title, exam number and your social security number (do not include your name). **(3)** Do not include materials other than those requested above. **(4)** Your examination will only be scored if you meet the minimum experience and training requirements outlined above and your CT-HR-12 and supplemental examination materials are date stamped by DAS/Human Resources or postmarked **by APRIL 19, 2016.** **(5)** Mail applications/examination materials to DAS/Human Resources, Room 404, State Office Building, 165 Capitol Avenue, Hartford, CT 06106-1658 (**Secure Fax #860-622-2910**). **If faxing materials, keep a copy of your completed application form, exam materials and the fax transmittal receipt for your records. Make certain that your application form and exam materials are complete and transmitted correctly and without error. Incomplete faxes or faxes received blank because pages were faxed upside down will not be accepted.** **(6)** Due to the large number of applications received, we cannot confirm receipt of applications. **(7) Examination scores will be mailed by JUNE 13, 2016.** **(8) A separate application/examination package must be submitted for each exam you are applying for.**

**FORMS:** Application forms ([CT-HR-12](#)) and exam announcements are available from the Department of Administrative Services (<http://das.ct.gov/employment>) and at the Department of Motor Vehicle.

*\*For employees in the classified service, permanent status is obtained after successful completion of a working test period. For employees in the unclassified service, permanent status is obtained after serving in a position for at least six months (full time or full time equivalent).*

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, persons with disabilities and military veterans.